

## Internship at Grand Rapids Art Museum

**Title:** Preparations Intern

**Reports to:** Lead Preparator

**Length of Internship:** 3 to 4 months or longer, start date by beginning of August. Approximately 20 hours per week. Preparations Interns are required to work 2 shifts per week. Shifts are 4 hours in length Monday - Friday between 10am-5pm. During exhibition installation and de-installation periods the time commitment will be increased up to 24hrs a week.

Monday	10am-2pm / 1pm-5pm
Tuesday	10am-2pm / 1pm-5pm
Wednesday	10am-2pm / 1pm-5pm
Thursday	10am-2pm / 1pm-5pm
Friday	10am-2pm / 1pm-5pm

### **Position Summary:**

This intern will gain valuable experience working in a museum setting while learning the skills necessary to be effective in exhibition and installation projects. The preparations intern will be responsible for providing support to the Curatorial/Preparations department by assisting with exhibition and installation projects that may include painting of the gallery spaces, lighting maintenance, changing exhibition projects and care of the permanent collection as needed. The intern may also have the opportunity to assist with visiting artists and staff.

### **Duties and Responsibilities:**

Lighting: work on a ladder assisting with changing of bulbs and lamps, maintenance to light fixtures.

Painting: work on a ladder, assist with patching, repair and touch-up painting of gallery walls.

Cleaning: assist with cleaning of the plexiglass object cases, plexiglass glazing on 2D objects, stanchions, gallery furniture, gallery floors, gallery walls and preparations workspace.

Permanent Collection: assist with duties revolving around care, movement and recording of objects in the permanent collection.

Changing Exhibitions: assist with shipping & receiving, unpacking, layout, building and preparation of traveling exhibitions.

**Training:** Preparations Interns are required to attend an orientation and training by the curatorial department & preparations staff.

*\*No Preparations Intern will handle works of art independently prior to completion of training.*

**Requirements:**

Fine/Studio Art, Museum Studies, Art History or Art Education major preferred. Candidate must demonstrate accountability, confidentiality, collaboration, strong organizational skills, and an aptitude for detail. Knowledge of art handling practices and comfortable with working around historic objects and artwork. Experience with construction and painting trades. Candidate must effectively work as a team player and also independently within empty gallery spaces. Demonstrate effective oral and written communication. Must have the ability to follow through tasks to completion and manage multiple ongoing projects simultaneously.

**Compensation:**

Internships are unpaid; however, students may receive academic credit or volunteer hours. Students are responsible for making arrangements with their academic institution to receive credit for internships. GRAM provides parking vouchers for the adjacent downtown parking lot and reimburses mileage for GRAM related trips (pick-up and deliveries, last minute event errands, etc.)

**To Apply:** Please submit a resume, cover letter and one letter of recommendation from a professor or previous employer to the Human Resources department by email at [intern@artmuseumgr.org](mailto:intern@artmuseumgr.org) by 7/31/2019.